

**Minutes of the Board of Director's meeting  
for  
Second Jefferson Green Home Owners Association**

**August 13, 2019**

**CALL TO ORDER**

The meeting of the Board of Directors of Second Jefferson Green Home Owners Association was called to order at 6:34 pm by Treasurer, Jana Kosutova. In attendance were, Secretary, Cher Melichar; and Members at Large Ken Ayres and Ken Kloppenborg as Board Members, and Debbi King representing IPM Residential Property Management. President Michael Teague was absent. As this body comprised a quorum, the meeting proceeded.

**HOMEOWNER FORUM**

One of the homeowners and a Board member mentioned concern regarding over a bush being grown-over the AC unit #72 and the area looking very bad, not to mention it's a fire hazard. The homeowner took exception to the newsletter article reminding homeowners on the North side that they need to maintain the paint of the entry door kick plate and also about the homeowners keeping their 3' rock area cleaned. The homeowner felt that a very low percentage of homeowners actually take the trouble to maintain these items and is concerned about the curb appeal of the entire complex as a result of those people that won't do the upkeep.

The homeowner also expressed concerns about the state of the irrigation system which seems to be breaking down more frequently this year. The homeowner asked if we could look at a special assessment to be made that might assist in building up funds for replacing the sprinkler system. The Board noted that the irrigation system does need updating and is looking at developing a plan to work on it a section at a time. When it was discussed again later in the meeting, the Board felt that if the homeowner would like to bring it up as a special assessment project at the next annual meeting as a concerned owner, they would be welcome to do so.

One of the Board members said he had been called to the pool recently because a homeowner reported two dogs in the pool once again with their owner there, obviously ignoring rules. The Board is hopeful that the new security system will help keep these things from occurring.

Unit #20 has very large "volunteer saplings" that need to be removed as soon as possible.

There is a homeowner still keeping their dog tethered out in the front of the unit in the heat with little to no water and shelter. . Apparently, someone had called the dog catcher because the homeowner saw him out there with a couple of policemen for a couple of hours waiting to see if anyone came home. They have been served a violation notice, but Debbi will need to send a 2nd violation notice.

There was a complaint that a homeowner has installed a large motion censored double flood light instead of the approved porch light which is not compliant with the HOA guidelines. Debbi will send a notice to the homeowner.

It was noted that the landscape company trimmed back a bush in front of a unit where the bush was impinging on the sidewalk. The bush still needs to be reshaped following the trim of the overgrowth over the sidewalk. Debbi will make sure this is added to their list of items to fix.

## **APPROVAL OF JULY 2019 MINUTES**

The approved June 2019 minutes have been posted. The July minutes were presented for approval. A portion of the minutes appeared to have not been saved. This will be corrected and resubmitted to the Board via email, for approval.

## **REVIEW OF FINANCIAL REPORT AND STATEMENTS**

The Financials were presented for acceptance as the Board received them via email earlier in the week and has had some time to review them. Treasurer, Jana Kosutova moved to accept the financials as presented, Cher Melichar seconded the motion. All members present agreed to the motion and it was passed. Debbi recommended that as of this moment we have enough cash to make a \$5,000 transfer to reserves for the month. We are anticipating some large sewer repair bills from this month and it seemed prudent to hold back some funds to cover these costs. This was approved with Jana's motion accepting the financials which was seconded and passed above.

## **OLD BUSINESS**

- A) Pool –Security System:** Josh from Key-Rite was called for a conference so that he could go over the specifications of the new system proposed. As he went through the proposal the board was able to ask questions.

Josh talked about the card readers on the gates. The Board would like to monitor who was coming in and at what times they are entering in an effort to track busiest times and to try to determine vandal activity in the pool area. There is a mobile app available with the proposed system that would allow opening the locked gate remotely in an emergency, among other things.

The Board had asked about using the in/out reader just on one gate for now with the possibility of adding other readers if it became a need at a later time. We could also just do an in-reader with free egress to leave. The current system locks down at 10:15 pm giving anyone in the pool area 15 minutes to leave the area after the 10 pm closure before the locks are disabled for the night. Since the new system will include cameras that could eliminate the need for using the card to leave since they would be monitored while someone was in the pool area.

We asked about the permit charge shown in the proposal. That is related to our requiring egress from the pool area with a card key. That triggers the fire department to do an inspection. If we eliminate the card requirement for egress, we would eliminate the inspection. There are also costs involved in each reader that we use. The less readers, the lower the cost.

The Board came up with several questions to have clarified after the phone call. We may want to look at an alternative place to mount the camera so we get a view of people entering or leaving the restrooms since that area has been vandalized a lot in the past.

Debbi promised to ask Josh all the remaining questions we came up with during the meeting following the conference call with him.

- B) Review and Revise HOA Policy Resolutions** – Debbi sent questions back to the attorneys regarding questions or concerns we discussed when we went over the resolutions when originally presented. The Board was in agreement that all concerns had been addressed and has agreed to adopt the resolutions as amended by the attorneys to bring them into compliance with the new Declarations.
- C) Parking Lot Repairs and Striping/unit numbers in Parking Lots** – Notices went out with regard to the timing of the maintenance on the numbers and stripes. There will be a few people, out of town, who may not move their vehicles during this project, but hopefully, not too many. No way to know if all Landlords have notified their tenants of the dates for the work to be performed. It was decided numbering will be at the back of the space on the blacktop and also on the curb in front of the space, so as the numbers wear off the blacktop they will at least still be on the curbing.
- D) Replacement Reserve Fund Transfer** – As stated above, \$5,000 was approved for transfer to the reserve fund.
- E) Gutter Cover Removal** – The landscapers are now doing a quarterly cleaning of the building gutters and were asked to note which buildings had the most problem caused by the gutter helmets. These will be flagged for removal. The ones nearest pine trees are the biggest problems as the needles can still get in. Since we've been doing the quarterly cleaning, we have gotten far less complaints from homeowners of overflowing gutters during rain storms.
- F) Garage Property Inspection – follow-up** – Debbi is receiving almost daily messages from homeowners informing her they have completed correction of the issues that were noted during the inspections, so that is coming along nicely. IPM is rechecking to make sure all the side access doors have working locks and that each homeowner has a key to that access. The Board also approved for Debbi to replace the garage side access door lock and provide new keys to all units for building #30 as there has never been a key (other than the master key) for this one and due to building turnover she has had homeowners requesting keys. The Board agreed the lock should be replaced and keys issued this time.
- G) 2020 Budget Draft #1** – Because conversation will require some adjustments to the proposal, the Board will receive the revisions of the proposed budget and meet informally later next week to make a final decision on the proposed budget to get this ready for distribution to homeowners for the annual meeting. Items that the Board feels must be addressed are in the budget. There are other items currently highlighted in yellow, that could possibly be postponed. Ken Kloppenborg asked about sidewalk repairs and reserves. Debbi is getting some estimates on sidewalk repairs to consider and the reserve transfers are totally up to the Board to decide with respect to pending bills and income from dues and fees.

## **NEW BUSINESS**

- A) Garage Door Repairs/ need Openers.** We have had a greater number of repairs than ever before this year to garage doors which are part of the shared common area. Originally, there were no openers installed in the garages. The installation and/or maintenance of garage door openers has always been left to the homeowners. Most owners who share the spaces on either side of the garage share the cost of installing and maintaining an opener.

The majority of the doors requiring repairs have never had garage door openers installed and this is causing greater wear and tear according to the company that we use to make the repairs. The doors are much larger than normal garage doors and extremely heavy. When the openers are used, the doors are balanced and there is much less stress on the mechanisms, thus lowering repair costs to the HOA. The repairs are beginning to cost more than the cost of installing openers. The Board did not wish to consider that at the current time due to higher priority items that need attention, but wanted to note that there is an issue.

- B) 2019 – 2020 Snow Removal** – Debbi is trying to solicit more proposals for snow removal, but we need to have the proposals address the north facing garages to require 2 inches for snow removal instead of 4". Each year Debbi does a best estimate of anticipated snow removal for costs to put in the budget. Ken Ayres moved to accept Sanchez' bid and it was seconded by Jana Kosutova. The Board approved and the motion passed. Debbi will inform them that their bid was approved.
- C) Television Dumping** – Debbi let the Board know that this is getting to be a real problem. A lot of it occurs when people move out and they simply leave these devices behind. The Waste Company we are using will not touch them. IPM can gather them up and take them to a place for recycling, but we will have to pay the fees to do so in addition to the time spent for staff to gather and take to a recycler.

## **EXECUTIVE SESSION**

At 8:36 pm – the Board went into Executive Session.

We discussed an issue that has arisen due to the way some of the siding was installed 20 years ago. The company which installed it is no longer in business and the current insurance company looks at it as a pre-existing condition. There is no one to go back to for a warranty issue, it appears to be the HOA's issue to deal with. Debbi informed the Board that she has sent a separate email to the homeowner who is requesting reimbursement for the moisture restoration costs since this goes back to when the siding was added for the entire complex.

The delinquencies continue to go down. Last month they were at \$13,500 and after collections we are down to \$7,552. Some specifics were discussed with various units in delinquencies and what is being done to get the attention of the people in default.

At 9:00 pm Executive Session was ended.

## **ADJOURNMENT**

Checks were signed to pay invoices.

There being no other business to discuss, Treasurer Jana Kosutova, moved to adjourn the meeting, Ken Ayres seconded the motion. All members present agreed and the meeting was adjourned at 9:05 pm

**NEXT MEETING DATE**

The next Board Meeting will be held on Monday, September 9, 2019 for our regular meeting at the WMFR training building in the small conference room. The meeting will begin at 6:30 pm.

Respectfully submitted,

A handwritten signature in blue ink that reads "Cher Melichar". The signature is written in a cursive style with a large initial "C".

Cher Melichar, Secretary